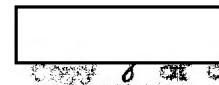


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MEMORANDUM FOR : The Comptroller

SUBJECT : Personnel Increases for the Office of Special Activities

1. This memorandum is in response to your request for further justification of the additional personnel which we feel are necessary during Fiscal Year 1963 for the Office of Special Activities.

2. The largest single increase would be in the Headquarters Operations Division. The total number requested for this Division (which includes the Intelligence Branch and the Control Center) is [redacted]. This figure includes a variety of skills such as typists, stenographers, illustrators, aircraft mechanics (for locally based Project support aircraft), flight planners, and operations officers with the heaviest requirement being the last two categories. There has been an increase of only two positions in the Operations Division since the original existing authorization was established for Project AQUARIUS which Project dealt solely with what is now the IDEASIST program. Since the establishment of this original authorization, the activities and responsibilities of the Operations Division have been increased tremendously. We have been able to run the IDEASIST, COINSA, and GROW programs with this limited manpower simply by requiring the personnel to work for periods of 14 to 16 hours a day, or more. Since 1 June 1962, the Control Center has been operated on a 24-hour basis for approximately 70% of the time and there is no indication that the rate of activity is going to decrease. This has been done with a staffing authorization meant to meet, at most, a 12-hour day requirement, and then only for limited periods.

3. The increase we are requesting for the Operations Division is intended not only to correct the situation described above but also to afford the means necessary to deal with the increasing number of urgent requirements which are being generated by the GROW program as it nears the operational readiness date. Our present authorization does not provide the Agency with a capability to plan, direct, and control all operational missions

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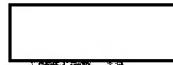
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from Headquarters as is called for in the current concept of operations.

4. We have requested [] additional positions for our Headquarters Signal Center. This Center is currently manned with the same number of people we were authorized in the Fall of 1960 after the overseas IDEALIST Detachments were disbanded and consolidated into the one IDEALIST Detachment in California. Since that time, we have established an IDEALIST unit at an overseas location; we have more than doubled the size and activities of the ORCAFF unit in the field; and we have established direct communication facilities with some twenty-five contractor companies scattered throughout the United States. The requirement for additional communications people is prompted not only by an increase in cable traffic but, in addition, by a requirement for our Headquarters Signal Center people to be frequently absent on TDY for the purpose of instructing and monitoring contractor company personnel in Agency communications procedures.

5. A third significant part of the total increase we have requested is for the purpose of expanding the size of the present Development Division within NSA. This action is the direct result of a desire on the part of the Deputy Director (Research) to maintain a complete in-house development capability within NSA which will provide necessary guidance and planning for constant improvement of current programs and studies dealing with follow-on programs. In addition to doubling the size of our present Development Division, an entirely new Division is being created for the purpose of affording us an accurate and current countermeasures program. This new Division bears the title, Engineering and Analysis Division.

6. A fourth category of positions which constitute a significant part of the total request can best be described as three positions which deal with general support functions such as finance, security, contracting, records management, registry, etc. Many of these requirements can be attributed to additional workload which has resulted from the Agency's direct or indirect support of certain NSA requirements. This is particularly true in the contracting, security and finance fields. Otherwise, these support requirements have resulted from a general stepped-up pace in the day-to-day operations of NSA.

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7. The foregoing covers, in general terms, the Headquarters portion [redacted] of the total increase of [redacted] which we are requesting. Following is a breakdown, by organizational unit, for U. S. Field Increases.

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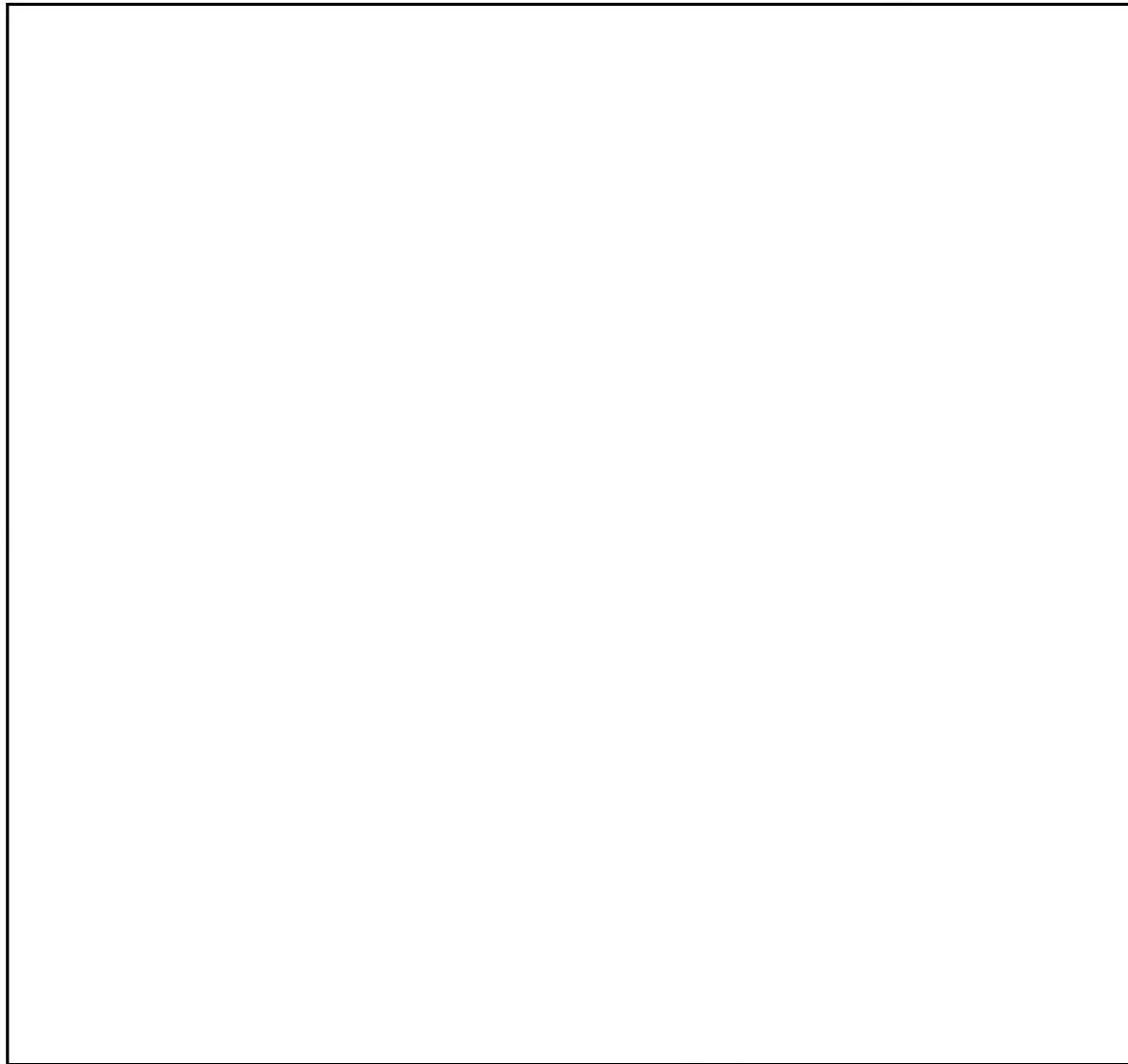


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JACK C. LEWIS
COLONEL, USAF
Assistant Director
(Special Activities)

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Admin/OSA: [Redacted] (11 October 1962)

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